

Tasking Memorandum No. 99- 239

Memorandum for District Workforce Development Team

Subject: Volunteer Instructors: 1999 Presidential Classroom for Young Americans

Date: JUL 19 1999

Suspense Date: October 1, 1999

Target Audience: DCMC Workforce

Requirements:

- This notice provides information on the Office of Personnel Management (OPM) Volunteer Instructor Program: 1999 Presidential Classroom for Young Americans.
- Federal employees are encouraged to volunteer as instructors to work with exemplary high school juniors and seniors.
- The program year will begin January 22, 2000 and end July 15, 2000. The program year will be divided between a winter and summer session.
- The application form for the Presidential Classroom program is attached. Additional program information can be obtained from your District Workforce Development Team or by visiting the Presidential Classroom **website** at <http://www.presidentialclassroom.org>.
- All applicants must possess a bachelor's degree, good communication skills, show high interest in working with young people, and have a thorough knowledge of U.S. government and politics.
- All applicants will be evaluated, selected, and notified by the Presidential Classroom Office.
- Completed applications along with a second-line supervisor endorsement should be submitted to DCMC-BG not later than October 1, 1999.
- The District should plan to fund associated travel cost for selected candidates.
- Selected candidates will be notified in January 2000 for the winter session and May 2000 for the summer session.

Point of Contact for Further Information:

Willie Foreman

Workforce Team, DCMC-BG

Phone (703) 767-2351 or DSN 427-2351

E-mail: willie_foreman@hq.dla.mil

Signature:



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Business Operations

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1999 Presidential Classroom Volunteer Instructor Application

Have you been a PC Instructor before?

☐ Yes ☐ No

Is this the first time you've applied?

☐ Yes ☐ No

FULL Name: _____
first middle last

Gender*: ☐ Male ☐ Female Date of birth*: _____ SSN*: _____ - _____ - _____

* We require this information only to facilitate access to secure locations.

Home Address: _____

City _____ State _____ Zip _____ - _____

Phone: (w) _____ (h) _____ (fax) _____

e-mail address: _____

EMPLOYMENT

Agency _____

Position / GS Rating _____

Address _____

Employment Category:

☐ Civil Servant ☐ Educator ☐ Military
☐ Business ☐ Other _____

Military rank, if applicable: _____

Previous affiliation with Presidential Classroom

☐ Student Year _____

☐ Instructor Year _____

☐ Other Year _____ specify _____

How did you learn about Presidential Classroom?

Previous Employer

Position

Dates

_____	_____	_____
_____	_____	_____
_____	_____	_____

Education

Major

Degree

Dates

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Awards/Distinction

AVAILABILITY

We seek applicants who can volunteer for an entire week. Note the different programs, as listed below. Please rank in order the weeks you are available, 1 through 5.

WINTER SESSIONS

- | | |
|--|---|
| ___ Jan 23 - 30: Presidential Classroom
(PC) Scholars Program | ___ Feb 20 - 27: PC Scholars Program |
| ___ Jan 30 - Feb 6: PC Scholars Program | ___ Feb 27 - March 6: Business, Labor &
Public Policy Program |
| ___ Feb 6 - 13: Science, Technology & Public
Policy Program | ___ March 6 - 13: PC Scholars Program |
| ___ Feb 13 - 20: PC Scholars Program | ___ March 14 - 21: Future World Leaders
Summit (<i>Sunday to Sunday</i>) |

SUMMER SESSIONS

- | |
|--|
| ___ June 12 - 19: PC Scholars Program |
| ___ June 19 - 26: Science, Technology &
Public Policy Program |
| ___ June 26 - July 3: Future World Leaders
Summit |
| ___ July 3 - 10 PC Scholars Program |

If you have previously served as a Presidential Classroom Instructor, ***do not*** complete this section.

QUESTIONS (PLEASE USE SEPARATE PAGES.)

1. Why do you want to be an instructor for Presidential Classroom?
2. What qualities do you possess that would make you a good role-model and leader for students?
3. How familiar are you with the physical layout of Washington, D.C., and the workings of the U.S. government?

SKILLS/EXPERIENCE

Describe the nature of your organization and your current employment responsibilities.

Describe your volunteer experiences, including any with young people.

Are you fluent in any foreign languages? Please list: _____

Are you fluent in American Sign Language? ☐ Yes ☐ No

LETTER OF RECOMMENDATION

Please attach a letter of recommendation from your supervisor. (We ask that this accompany the application.)

Please mail your completed application, with the letter of recommendation, to:

Instructor Registration - Attention: Ginger King
Presidential Classroom
119 Oronoco Street
Alexandria, VA 22314-2015

Your application must be postmarked by October 16, 1998 (winter sessions) or March 31, 1999 (summer sessions).
(We are unable to accept faxed applications.)

Presidential Classroom welcomes a diverse Volunteer Instructor corps and encourages all outstanding leaders to apply, regardless of color, religion, sex or national or ethnic origin.